

NOTES ON PREPARATION OF CONSTRUCTION STATUS REPORT

1. Project Number: This is the project control number assigned by Headquarters to all Headquarters-approved projects. If in addition, any locally approved projects are included, any locally assigned project number may be listed.
2. Project Title: Where appropriate, differentiate between new work and modifications to existing facilities.
3. Project Approval:
 - a. Date of document giving Headquarters approval.
 - b. Reference: The number of the dispatch, cable, or memorandum which approved the project. (If more than one approval, indicate most recent.)
 - c. Total Cost: Total cost to our organization including design, construction, and administrative costs. Also include costs of any Government furnished, contractor installed equipment when such costs are known.
4. Scope: Size of the project expressed in square feet; for roads, utilities lines, etc., use kilometers or miles; for [REDACTED] parking areas, use square yards, etc. (Having the total cost and scope for current project available at Headquarters is most important in that it permits the preparation of budget estimates of the costs of future projects based on reliable existing field cost data.)
5. Status: Indicate current status of project as one of the following:
 - Planning
 - Design
 - Construction
 - Deferred
 - Cancelled

When a project is cancelled, report it at once showing "cancelled" status, and it may then be dropped from subsequent reports if appropriate. When a project is completed (or being dropped from the report for other reasons such as cancellation) so indicate by a "FINAL REPORT" entry in the remarks column.

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6. By/Cost Column: Indicate the agency which is carrying out the work corresponding to the "status" shown in the preceding column. For example, design may be by [REDACTED] A&E Firm, or in house, etc. Similarly, construction may be by a contract administered by the [REDACTED] local [REDACTED] station forces. Indicate costs associated with the phase of work being executed.

7. Percent Progress: Indicate percent progress complete pertinent to the current status of the project, i.e., design -- 60%; or construction -- 80%, as the case may be.

8. Scheduled Completion Date: List current scheduled completion date pertinent to the job status listed.

9. On Schedule: Indicate by a "Yes" or "No" entry whether the job is currently progressing adequately to meet the scheduled completion date listed.

10. Remarks: List general information of a "one-time nature" such as reasons for current delay, date of award of contract, amount of construction contract awarded, major adjustments in schedule, etc., and expected completion date if behind schedule.

11. Note: In any area where only one or two construction projects may be underway, submission of status information by cable, telepouch, or dispatch in lieu of this form is equally acceptable. In such cases cite only the job number and those items of information which have changed since the last report, and the current percentage of completion.

12. Report is normally submitted on a monthly basis, unless urgency or importance of project justifies more frequent reports.

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13. This report is designed primarily for reporting construction of new facilities or major additions to existing facilities. However, local [REDACTED] may include any major repair and/or maintenance undertakings which are of sufficient significance to be of Headquarters' interest. For example, replacement of large boilers in a heating plant, major road resurfacing, etc. This is a matter of local discretion.

14. Report all costs in US dollars rather than local currencies.

15. Form may be reproduced locally as desired.

FOR LOCATION or AREA _____
REPORT PERIOD ENDING _____

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